

United States Department of Agriculture
Risk Management Agency

VACANCY ANNOUNCEMENT

Candidates will be considered without discrimination for any non-merit reason such as race, color, religion, sex, national origin, age, marital or familial status, disability, political affiliation or membership or nonmembership in an employee organization.

ANNOUNCEMENT NUMBER: F8 RMA 162

POSITION TITLE: Insurance Management Specialist

PAY PLAN, SERIES, GRADE: GS-1101-12

PROMOTION POTENTIAL: None

AREA OF CONSIDERATION: FFAS Mission Area - Nationwide
Status Candidates Only

LOCATION OF POSITION: Risk Management Agency
Deputy Administration Insurance Services
Program Services Branch
Raleigh NC Regional Service Office
Raleigh, NC

PHONE NUMBERS: (703) 812-6339 (Announcement Requests)
(202) 418-8998 (Additional Information)
(202) 418-9116 (TDD)

OPENING DATE: April 13, 1998

CLOSING DATE: May 11, 1998

(TO BE CONSIDERED FOR THIS POSITION ALL FORMS MUST BE RECEIVED NO LATER THAN THE CLOSING DATE OF THIS ANNOUNCEMENT.)

Non-competitive eligible candidates will be considered. All competitive and non-competitive candidates have to apply by the closing date in order to be considered.

DUTIES: The incumbent serves as an insurance management specialist with responsibility for providing technical expertise on claims and loss adjustment activities, liaison activities in regard to program delivery responsibilities with Reinsurance Services Division, and dissemination of information to the public regarding the crop insurance program. In coordination with all Divisions of Insurance Services and Research & Development, develops, implements and promotes RMA risk management theories and strategies by providing liaison with educational and information institutions; reviews, analyzes and evaluates new crop programs, policies and procedures assessing impact on crops, conditions, market and loss history providing timely input to the various functions in RMA; develops, formulates and recommends changes in crop policies and procedures relative to the crop insurance program cognizant of sound risk management strategies that pursue fiscal accountability in program performance; performs preemptive enforcement of delivery contracts when systemic situations exist that are indigenous to an area, group of producers or significant portions of business that adversely affect the entire crop insurance program in an area.

QUALIFICATION REQUIREMENTS:

The following are minimum qualification requirements for this position:

- One year of specialized experience which
 - is typically related to the line of work of the position being filled; and
 - has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of this position.

Note: To be creditable, the specialized experience must have been at least equivalent to the next lower grade in the normal line of progression in the Federal service.

BASIC ELIGIBILITY:

- You must have competitive civil service status.
- You must be a U.S. citizen to apply.
- Status applicants must meet time-in-grade restrictions.

EVALUATION CRITERIA:

Evaluation will be based on review of the following:

- Application
- Performance Appraisal
- Supplemental KSA (knowledge, skills and abilities) Statements

SUPPLEMENTAL KSA STATEMENTS (Mandatory):

For each of the criteria listed below, describe specifically and accurately the relevance of each of the following: experience, training, education, and awards.

You should include specific tasks performed, the dates you performed them, and where you were working at the time.

1. Knowledge of crops, farming techniques and practices, farm production and farm management.
2. Ability to gather, analyze, and evaluate data.
3. Ability to coordinate and work with individuals and groups to accomplish work objectives and assignments.
4. Adept at using the principles of effective oral and written communication in order to present acceptable findings, ideas, recommendations and instructions.

Notes: There are no special forms for these statements. They may be submitted on plain paper with your name and the announcement number at the top. Candidates who do not submit the supplemental statement will not be considered.

HOW TO APPLY:

Interested candidates who meet the basic eligibility requirements may file for consideration by sending the following MANDATORY information to the address indicated on the last page of this announcement:

- Application (see "Notes")
- A copy of your most recent performance appraisal (or appropriate form)
- Supplemental KSA statements responding to evaluation criteria
- Status applicants must submit a copy of their latest Notification of Personnel Action (SF-50) that shows competitive civil service status.
- A copy of college transcript (if you are using education to qualify)

CTAP/ICTAP ELIGIBLES:

To receive selection priority, CTAP/ICTAP eligibles must:

- apply to a specific vacancy announcement within the local commuting area of the position you are being displaced from;
- apply for a position at the same or lower grade than the position last held and which has no greater promotion potential;
- hold, or last held, a position in the competitive service under a career or career-conditional appointment;
- have a current or last performance rating of at least fully successful, or equivalent;
- submit appropriate proof of CTAP/ICTAP eligibility (e.g., RIF separation notice, notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area; a Notification of Personnel Action (SF-50) verifying separation as a result of RIF or declining a transfer of function or directed reassignment to another commuting area; official certification that your disability annuity has been or is being terminated; official certification stating displacement as a result of termination of injury compensation);
- submit all required forms as described under "How to Apply"; and
- be determined to be basically eligible and otherwise "well-qualified" by receiving a satisfactory rating on each KSA or an average satisfactory rating on the total number of KSA's as described under "Supplemental KSA Statements"

NOTES:

- You can submit an Application for Federal Employment (SF-171), a resume as an application, Optional Application for Federal Employment (OF-612), OR any other written format. Your application must contain the information outlined in the booklet Applying for a Federal Job (OF-510), in order to evaluate your qualifications and to determine if you meet legal requirements for Federal employment. If your application does not provide all the information requested in the job announcement and the OF-510, you may lose consideration for the job.

- Please indicate job announcement number on your application.

- To be considered for this position the above forms must be received no later than the closing date of this announcement.

- The use of U.S. government postage-paid envelopes (including inter-office messenger mail) in filing applications is a violation of Federal law and applications received in such envelopes will not be considered.

- FFAS employees located at the Park Office Center, Portals Building, and the Reporters Building may use the interoffice mail system to transmit employment

applications.

- Faxed applications will not be accepted.
- Relocation expenses will be authorized.

OTHER INFORMATION:

- The following individuals who submit evidence of their eligibility may be considered under other hiring authorities:

- Individuals with disabilities
- Former Peace Corps, Vista, Action Cooperative Volunteers
- VRA Eligibles
- 30 Percent Disabled Veterans

- This document is available, on request, from this office in the following accessible formats: audiotape, large print, and computer disk.

ADDRESS FOR DELIVERY OF APPLICATION:

Employment applications may be mailed through the U.S. Postal Service or any commercial or private carrier. Please use the following address:

USDA-FSA-HRD-SUITE 5000
2117 L STREET NW
WASHINGTON DC 20037-1524

Applications may also be personally delivered to the above address, or to either of the following locations:

2101 L Street, NW, Washington, DC, Room 5000
OR
1400 Independence Avenue, SW, Washington, DC, Room 0082-South Building
(Mail Slot in Door)